*6th Annual*

*April 4th-6th, 2011*

**Volunteer Needs**

We are looking forward to seeing you at the 6th Annual Week in Washington! There will be so much to do while we’re in D.C. and we would like for you to consider volunteering your time to help out. We’ll have a schedule at the registration table during Sunday’s training day for people to sign up for various activities. Below is a list of roles that will require additional support during the week.

**Training Packets, Nametags and Lobby Visit Sign Up sheets:** Check-in participants on training day.Distribute training packets and name tags. Hang up lobby visit signup sheets.

**Welcome Table Station:** Keeps eye out for newcomers and provide general support at the table.

**Lobby Meeting sign up table:** Answer questions during sign up times and breaks

**Metro and Walks:** Direct and accompany participants from the hotel to the training space, headquarters, memorial, congressional reception and back to the hotel.

**Appalachian Express:** Shuttle folks to lobby visits from headquarters and back and possibly to metro stations.

**Breakfast, Snack and Lunch Duty at Headquarters:** Help prep food andset up meals.

**Lobby Packet Table**: Greet people before they attend and after they return from their lobby visits, confirm that people have the correct number of lobby packets and possibly assemble more packets.

**Lobby Visit Tracker and Bird Dogger:** Maintain lobby appointment sheets as people go to their visits, mark visits on the large schedule posted at HQ, confirm enough people are signed up for visits.

**Debrief Table:** Interview participants after their lobby visits. Ideally, this needs to someone who has done a lot of lobbying in the past.

**Floaters:** Help withvarious activities as needed.